Apology Letter for Mistake

[Your Name] [Street Address]

[City, State ZIP Code] [phone number - optional] [email address - optional]

[Date]

[Name of Recipient] [Title]

[Company Name] [Street Address]

[City, State ZIP Code] Dear [Name of Recipient]:

I am writing to sincerely apologize for damaging your [Property Damaged].

I assure you that this was an accident, and it was never my intent to do any harm. However, now that the damage has been done, please know that I committed to reimbursing you for your loss. If you could send me an invoice for the necessary repairs, I will gladly cover the cost.

Again, I sincerely apologize for this unfortunate incident and thank you for your understanding.

Sincerely,

[Your Name]

